

Information Management Officer

General description

The overall role of the Information Management Officer (IMO) is to ensure that information required to support humanitarian operations is collected, organised and distributed to all stakeholders. IMOs can be deployed as both generalists and geographic information system (GIS) experts. Database building and maintenance are furthermore among typical IMO tasks.

The Information Management Officer will primarily, but not exclusively, be deployed to OCHA, UNICEF, UNHCR, WFP and FAO.

Examples of duties and responsibilities

- Implement and regularly update the Information Management Strategy and the Dissemination Plan for all information management related products produced by the relevant sector or agency.
- Design necessary data collection forms, ensuring that the purpose and use of data collected is clear and that questions are simple, clear and collectable.
- Organise and manage data input from data collection forms and conduct initial analysis of the data.
- Based on the data collected, conduct needs and gap identification for the relevant sector.
- Proactively gather information from relevant cluster partners, UN agencies and other organisations which may be of use to the employing agency or cluster for informing decisions.
- Develop an information-sharing platform as a web-portal.
- Perform advisory and technical assignments in the use of Geographic Information Systems (GIS).
- Locate GIS datasets and/or GIS contacts from various agencies, countries, cities and explicit districts.
- Organise and maintain GIS data in accordance with the relevant agency data management protocols.
- Update 4W matrix with information and data from the relevant sector.
- Identify appropriate secondary data and information resources.
- Provide information management services to support population data management activities including population estimation, information flows from established systems, movement tracking, standard-setting/promotion and dissemination.
- Participate in Cluster and inter-cluster meetings representing the deploying organisation, and provide the necessary support in presenting the relevant data and information.
- Provide advice and council concerning information management issues and industry trend to Head of Office.

Required qualifications

- Professional technical experience matching the above-mentioned duties and responsibilities.
- A minimum of 3 years international humanitarian field experience.
- Relevant educational background and knowledge of the UN.
- Knowledge and understanding of the complexity related to refugee and IDP situations.
- Proficiency in one (preferable two) languages. English is obligatory, while French or Arabic is an advantage.